

CHAPTER 8. REVIEWS, REPORTS, AND RECORDS

90. ANNUAL REVIEW. Heads of offices, services, regions, and centers shall review each year the previous calendar year's activities of each committee which employees of their organizations chair or co-chair and those non-DOT committees in which their employees participate. The following questions should be considered in determining whether the activities of each committee should continue:

- a. Is the committee functioning usefully and effectively?
- b. Is the committee still the most effective means for accomplishing the objectives?
- c. Are the benefits or accomplishments identified and commensurate with the costs involved?
- d. Is the continuing participation in DOT or non-DOT committees of sufficient benefit to be considered in the public interest?

91. ADVISORY COMMITTEE REPORT. The annual advisory committee report is discussed in paragraph 48.

92. COMMITTEE RECORDS.

a. **Committee sponsors** are responsible for the maintenance of committee records. Such records should include establishing documents, official correspondence, membership information, agendas, minutes of meetings, invitations, studies, analyses, reports, compilations of data or working papers, and a record of time served by special employees (experts, consultants, and non-Federal staff). Committee sponsors also are responsible for approving and maintaining current records on each employee participating in a non-DOT sponsored committee. These records shall be available for on-site inspection by the FAA Committee Management Officer and the DOT Committee Management Officer.

b. **The DOT Committee Management Officer** maintains copies of establishing and renewal documents for all DOT advisory committees as well as membership lists, advisory committee reports, data used by the DOT Committee Management Officer to prepare reports, and copies of all advisory committee documents requiring the Secretary's approval.

c. **The FAA Committee Management Officer** maintains copies of all establishing and renewal documents, promulgating directives, reports, and membership data for committees sponsored by FAA organizational elements. This documentation includes a record of participation of FAA employees in non-DOT sponsored committees, copies of all data received for DOT's annual or special committee reports, and copies of the annual advisory committee report and review and special committee reports required by and submitted to the DOT Committee Management Officer.